



Job Opportunity

State Controller's Office

Position: Program Technician

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: December 22, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Sandra Carrillo, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9927-092
Ref 1226.CSU4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Supervising Program Technician I (Unclaimed Property), the incumbent will assist in identifying the owners of unclaimed property by reviewing claims and verifying proper identification of claimants. Duties include, but are not limited to, the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Input, track, establish, and evaluate claims to the Unclaimed Property database that have been determined to be less complex which have a property value below \$10,000, or meet other criteria that allows them to be processed through a streamlined approval process per Bureau Procedures;
- Approve payments claims of \$10,000 or less in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes, and Bureau Procedures;
- Input, track and establish claims that are determined to be more complex and refer to the appropriate staff for further evaluation as per Bureau Procedures;
- Sort mail for routing within the unit, and scan all mail for sensitive issues to be handled immediately;
- During peak periods, answer the toll free telephone lines and research inquiries from the public.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Sandra Carrillo

Reference (Candidate must indicate this Reference Number Ref 1226.CSU4 on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).